

**STRENGTHENING PUBLIC AND ACADEMIC LIBRARY
COLLECTIONS GRANT
2009-2010**

PROGRAM-SPECIFIC INFORMATION & GUIDELINES

1. What is this grant program and its purpose?

This grant program is designed to help North Carolina public and academic libraries develop or strengthen subject areas in their **print book** collection to meet users' needs. Libraries serving low-wealth communities and institutions are given priority for this grant program, assuming their application is eligible and meets the criteria.

"Users" means the primary population served by a library: (a) for an academic institution, students, faculty and staff, and (b) for a public library, residents of the legal service area.

Projects must be based on significant user need(s) that cannot be met with the library's current print collection. Using relevant data and facts, applicants must make a convincing case for user need and demonstrate that the current collection is inadequate to meet the need. The proposed book purchases must be appropriate in terms of both categories/topics/subjects and quantities to meet the identified need and collection deficiencies. In addition, the planned purchases must be consistent with the library's mission and with its collection development plan/policy/practices.

Examples of collection development projects to meet user needs might include:

- books to support students in specific curriculum or degree programs;
- career information for displaced workers;
- business start-up books for entrepreneurs in support of economic development; or
- foreign language or ESL collections to serve immigrant groups.

These funds are intended to enhance, and not supplant, funds regularly allocated for library collections. In addition, these grants are not intended to be an ongoing source of funding to solve the problem of inadequate print resources; however, previously funded libraries may reapply *unless* they received a grant under this program in 2006-2007, 2007-2008, or 2008-2009.

This grant program supports Goal 2 of North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>):

Goal 2 – "Enhance information for lifelong learning for all North Carolinians by expanding the information resources in our state's libraries through strengthening, sharing, digitizing and preserving our valuable and unique collections."

2. Who may apply?

The following libraries are eligible to apply for these grants, but **not** if they received a grant under this program in 2006-2007, 2007-2008, or 2008-2009:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers); and
- libraries serving the member institutions of North Carolina Independent Colleges and Universities.

An eligible library or organization may submit only one application for an LSTA Strengthening Public and Academic Library Collections Grant in this grant round. A "library" is the eligible public library system or an administratively separate library in an academic institution. [i.e., *A public library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution*

is the parent institution of the library (e.g. UNC-Greensboro). Administratively separate libraries in an academic institution are those libraries with separate administrative and reporting structures within the institution (e.g., the University Library, the Health Sciences Library, and the Law Library at UNC-Chapel Hill)].

Note: Public school libraries may apply for similar funds under the School Library Collection Development Grant program. See <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

3. What amount of funds may be requested?

The maximum amount that may be requested is \$20,000; the minimum is \$1,000.

4. Are local matching funds required?

Yes. Matching funds are required for all Strengthening Public and Academic Library Collections Grants. Matching funds demonstrate the library's commitment to its print collection. They must be clearly documented in the application and must meet these guidelines:

- The local contribution must equal a minimum of 25% of the amount of federal funds requested. The match is a 1 to 4 ratio of matching funds to grant funds. Example: If the grant amount requested is \$6,000, the local match must be at least \$1,500, and the total project cost will be at least \$7,500 (\$6,000 grant funds + \$1,500 local funds).
- The match may come from any combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Federal funds and local administrative overhead costs may **not** be used as match.

Matching funds must be

- spent for the same categories of allowable expenses as the grant funds;
- spent during the same allowable expenditure period as the grant funds (see Section #8 - Grant program timeline, in the *General Information & Provisions* document at < <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>>); and
- available at the time a funded library signs the grant agreement.

No expenditures of either grant or local matching funds may be made until library representatives and the State Librarian sign the grant agreement.

5. How may the project funds be used?

Project funds (grant and matching funds) must be used to purchase subject-focused print books to meet user needs.

Allowable expenditures

- Only **print books** may be purchased through this grant program.
- **Processing provided by a vendor** as part of the purchase cost of books is allowable, and encouraged if it speeds making materials available to users.
- **Shipping and handling** costs are allowable.
- **Taxes** are allowable **only** if they are not refunded to your institution.

Unallowable expenses

- **Professional materials** for library staff.
- **Classroom sets**, that is, books that would be placed in classrooms rather than available in the library.
- **Periodicals.**
- **Non-print materials**, including book/CD/DVD packages.
- **Subscriptions** or on-line resources that require renewal.
- **"Overhead" or indirect/administrative costs.**

6. What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be received by the deadline. The following factors and criteria will be used to determine priority for funding among the eligible applications.

I. Ability to Pay

A primary factor in the evaluation of applications in this grant program will be the “ability to pay”, which is defined as

The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of its ability to pay for services locally.

State Library staff and reviewers will use a combination of data sources, described at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0910.htm>, to determine a library’s ability to pay.

Important note: Ability to pay is not the sole basis for funding. The applicant must also make a persuasive case for the need for materials and the benefit to users, as outlined below.

II. Need for materials

User need and collection deficiency will be major factors used to evaluate and prioritize projects for funding. Applicants must provide a clearly stated and documented need. The proposal must include persuasive *evidence* of the need, covering the questions outlined below.

- A. Who are the users that will benefit from the proposed improvement in your print collection? What are the characteristics and size of the target population? What user need are you trying to meet? How did you determine the need?

The proposal must clearly document and define the need with data and facts such as:

- community demand
- demographic statistics
- economic data
- user survey results
- interlibrary loan requests from users
- new degree program or curriculum changes

- B. Why is your current collection unable to meet the user need? How did you determine that your collection is inadequate to meet the defined user need? Reviewers will look for documentation such as:

- shelflist report data
- collection analysis
- circulation statistics
- collection age reports
- interlibrary loan requests placed

- C. Are the needs you propose to address with this project consistent with the library’s mission, and with its collection development plans, policy, and practices?

III. Benefits to Users

The third factor in evaluating and prioritizing proposals will be the library's plans for ensuring that the new resources will benefit the library's users.

Applicants must:

- Describe what will be purchased.
- Explain how the library will make certain that the target audience will know about and use the new resources.
- Discuss where the new books will be located and why the location(s) is/are best for the target audience.
- Describe how the library will evaluate the benefits for users.

IV. Local Commitment

These funds are intended to enhance, and not supplant, funds regularly allocated for library collections. Therefore, a consideration for funding will be the library's and institution's commitment that the grant monies will not be used to supplant resources normally allocated to the library's materials budget, or to justify a reduction in the library's materials budget.

See Section #1 of *General Information & Provisions* document for 2009-2010 LSTA grants (<<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>>) for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.

7. For further information about this grant program:

Questions about the Strengthening Public and Academic Library Collections Grant should be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at penny.hornsby@ncdcr.gov, or 919-807-7420.

SLNC 12/08

State Library of North Carolina – Library Services and Technology Act

**EZ STRENGTHENING PUBLIC AND ACADEMIC LIBRARY
COLLECTIONS GRANT
2009-2010
Application**

DUE DATE: Original and required copies must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.

INSTITUTION / LIBRARY: _____

MAILING ADDRESS: _____

U.S. CONGRESSIONAL DISTRICT (in which institution is located): _____

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

| | | |
|---|--|-----------|
| PROJECT FUNDS (whole dollars only): | Grant Amount Requested | \$ |
| | Grant request maximum \$20,000; minimum \$1,000) | + |
| | Matching Funds | \$ |
| (Match must equal at least 25% of grant amount requested) | | |
| | Total Project Funds = | \$ |

ABSTRACT: Provide an abstract of your project **using only the space below**. See instructions on the following page.

CERTIFICATION AND SIGNATURES (please sign in blue ink):

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

Print or type name of library director

Print or type name & title of local government or institutional authorizing official

Signature, Library Director

Signature, above official

Date

Date

SLNC 12/08

ABSTRACT INSTRUCTIONS

The abstract should **clearly and concisely** summarize your project. The abstract must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal. At minimum, specify collection areas to be developed and approximate number of books you will add.

INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2009-2010 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

It is critical that you review all grant program information and guidelines before completing this application. See:

- *Program-Specific Information & Guidelines* for LSTA EZ Strengthening Public and Academic Library Collections Grant 2009-2010 (within this document, preceding this application form; also, <<http://statelibrary.dcr.state.nc.us/lsta/StrenLibCollecGLApp09-10.pdf>>), and
- *General Information & Provisions* for 2009-2010 LSTA grants at <<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>>.

Answer each narrative question in a half page or less; do not include attachments.

1. PROJECT OVERVIEW

In one or two sentences, tell what you plan to buy and identify the target audience you intend to serve.

2. NEED

- Describe the target audience for this project. Include characteristics and size of the target population. Why were they selected?
- Describe the significant user need that you are trying to meet and explain how you determined the need. Document and define the need with data and facts.
- Explain why your current collection is unable to meet the user need. How did you determine that your collection is inadequate to meet the defined user need? Summarize the method(s) and resulting data here. **Use numbers as well as percentages. Do not include attachments.**
- Tell how this project supports your library's mission and collection development plans. Cite relevant statements from your collection development plan, policy, or other applicable document, that support your choice of users and/or materials and that justify your project as a part of the overall picture of your library services.

3. PROJECT DESCRIPTION

Describe what you will purchase. Reviewers should have no doubt that the specified subjects or topics, as well as quantities of resources, to be purchased are appropriate and reasonable to meet the stated need.

4. PROJECT BUDGET

Be sure that the resources and expenditures shown in this table support your narrative in the previous sections.

Round total amounts to whole dollars.

| a. Print books by subject categories | <u>Quantity</u> | <u>Est. Unit Cost</u> | Total \$ |
|---|------------------------|------------------------------|-----------------|
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| | | | |
| | | | |
| | | | |
| b. Vendor processing costs | | | |
| c. Shipping / Handling | | | |
| d. Taxes (unless refunded to your institution) | | | |
| e. TOTAL PROJECT COSTS | | | |

| | |
|---|--|
| Amount of grant funds* requested | |
| Amount of matching funds** (must = or exceed 25% of grant funds) | |
| Total Project Costs (= e above) | |

* Grant funds requested must equal at least \$1,000, but cannot exceed \$20,000.

** Local **matching** funds must equal at least 25% of the LSTA grant request (i.e. a 1 to 4 ratio, or 20% of the total project costs). See *Program-Specific Information and Guidelines* for more information.

5. BUDGET NARRATIVE

- Explain the basis for your project budget figures in the table at #4 above. Identify the vendors from whom you expect to make purchases. Explain any vendor processing costs. *[Do not include book order lists.]*
- The required local matching funds must be available by the time the library signs the grant agreement. **Provide the source of the matching funds** (i.e. where they will come from); tell when they will be available; and who is guaranteeing the match.

6. BENEFITS TO USERS

- a. Explain how you will promote the new materials, specifically how you will ensure that the target audience knows about the new books. (Note: Describe activities that are above and beyond inclusion of records in your OPAC.)
- b. Describe where the books purchased with grant funds will be physically located, specifying which branch(es), etc. Explain why this distribution will allow the best access to the new materials for the target audience.
- c. Evaluation: What steps will you take to determine that the new books were appropriate and sufficient to meet the needs of users?

7. LIBRARY COLLECTION EXPENDITURES

Complete the table below. If possible, break out expenditures for electronic resources. Otherwise, reflect all collection expenditures in the TOTAL row.

| Category | Expended 2006-2007 | Expended 2007-2008 | Budgeted 2008-2009 |
|----------------------|--------------------|--------------------|--------------------|
| Collections | \$ | \$ | \$ |
| Electronic Resources | \$ | \$ | \$ |
| TOTAL | \$ | \$ | \$ |

8. LOCAL COMMITMENT CERTIFICATION

These grant funds are intended to enhance, and not supplant, funds regularly allocated for library collections. Therefore, libraries that are recipients of a Strengthening Public and Academic Library Collections Grant must agree to the following. ***Initial to the right of the statement, and sign below.***

These grant funds will not be used to supplant resources normally allocated to the library's materials budget, or to justify a reduction in the library's materials budget.

Library director

Official

Signature, Library Director

Date

Signature, local government or
institutional authorizing official

Date

9. CIPA CERTIFICATION AND COMPLIANCE

Every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document

<<http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2009.pdf>> as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance09.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at <grant.pair@ncdcr.gov> or 919-807-7408.

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**APPLICATION CHECKLIST:** A complete application package will include:

- \_\_\_\_\_ Application signature page signed by appropriate persons.
- \_\_\_\_\_ Complete proposal that responds to every required section of the application.
- \_\_\_\_\_ Complete budget table, with figures that add up correctly.
- \_\_\_\_\_ Budget narrative and explanation of source and availability of matching funds.
- \_\_\_\_\_ **1 original application** with certifying signatures in blue ink, **plus 15 copies** (16 total).
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form (public libraries).

## SUBMISSION & FORMAT INSTRUCTIONS

Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2009-2010 at <<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>>.

## DELIVERY INFORMATION

***DUE DATE:*** *The complete application package must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.*

| Delivery by commercial service (e.g. FedEx, UPS),<br>or hand delivery: <b>RECOMMENDED</b>                                                                                            | Delivery by US Postal Service:                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| LSTA Grant Applications<br>Library Development Section, Room 310A<br>State Library of North Carolina<br>Archives & State Library Building<br>109 E. Jones Street<br>Raleigh NC 27601 | LSTA Grant Applications<br>Library Development Section<br>State Library of North Carolina<br>4640 Mail Service Center<br>Raleigh NC 27699-4640 |

**Warning:** To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 19, 2009, deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

**Do not include this instruction page with your application.**